



## Falls Church Community Center Preschool

### ADDITIONAL INFORMATION

#### ILLNESS

Our concern is always for the health and well being of all of the children in the preschool program. Children who have any of the following symptoms should not attend the program: excessive coughing, excessive runny nose, stomachache, diarrhea, inflamed or watery eyes, undiagnosed skin rash, and/or fever or vomiting the previous night. You will be called if your child develops any symptoms or illness during the school day. Please be sure that your emergency contact person on file is current. Children with non-contagious conditions (allergies, etc.) may bring a doctor's note explaining any necessary treatment. If you are keeping an ill child home, it is helpful but not required to give the Community Center a call. Contagious illnesses should be reported to the office immediately.

In case of a medical emergency we will attempt to locate the parent immediately and will use the authorized emergency form when the parent cannot be reached. If we are required to administer medications it can only be done with a written authorization form signed by the parent. Medication shall be labeled with the child's name, the name of the medication, the dosage amount and times to be given. All medication shall be in the original container with the prescription label or direction label attached. When needed, medication will be refrigerated. All medicines will be kept in a locked and secured location.

Center kept sunscreen shall be hypo-allergenic and have a minimum of SPF of 15. Sunscreen belonging to an individual child shall be in the original container labeled with the child's name. All sunscreen will be kept in an area inaccessible to children. Insect repellent shall be in the original container and labeled with the child's name and will be inaccessible to children. A record shall be kept that includes the child's name, date of use, and frequency of application and any adverse reactions. Manufacturer's instructions for age, duration and dosage shall be followed.

#### DISCIPLINE

Any discipline shall be constructive in nature. The children will be helped to express their feelings and frustrations to resolve the conflict. Limits that are fair, consistently applied and appropriate for the child's level will be used and the child will be provided with reasons for the limits. There shall be no physical punishment or disciplinary action administered to the body. The staff will not be verbally abusive to the child. Staff will neither force nor withhold food from a child nor will they punish for toilet accidents. If time out is used for discipline, it will be brief and appropriate to the child's development level and at the time of occurrence.

#### SNACKS

Through out the year a simple daily snack including fruit juice or milk will be provided. The snack for the day will be posted. On some days, making the snack will be a special project. If you wish to furnish a snack on days other than when we celebrate your child's birthday, that is fine, but please let us know. Children will be offered all snack items and encouraged to try, but not be forced to finish or complete a snack. We will make appropriate substitutions in case of allergies.

#### FIELD TRIPS

Field trips may be scheduled. Parents will be notified in advance and a permission slip is required for each trip. Parent volunteer drivers will be used and guidelines for licensed child day centers will be followed.